JOURNAL ENTRY
GENERAL LEDGER
USER MANUAL
Chapter 6

The Spectrum System
Georgia State University

PeopleSoft Financials
Version 7.5

1. Introduction

## *1.1. Use of the General Ledger Journal Entries*

A *Journal Entry* is a batch of accounting entries entered online or input from a feeder system to the *General Ledger.* It is composed of journal lines that carry different chartfields and needs to be balanced. When entering a *Journal Entry* the user needs to make sure that the transaction is balanced not only for debits and credits but for funds also.

2. How to Enter a Journal Entry

Each step in the online process of entering a Journal Entry will be described below. Compare your screen to the ones shown in the example for each step.

2.1. Selecting your panel Group

*Click on* **Go, Process Financial Information, Process Journals.**
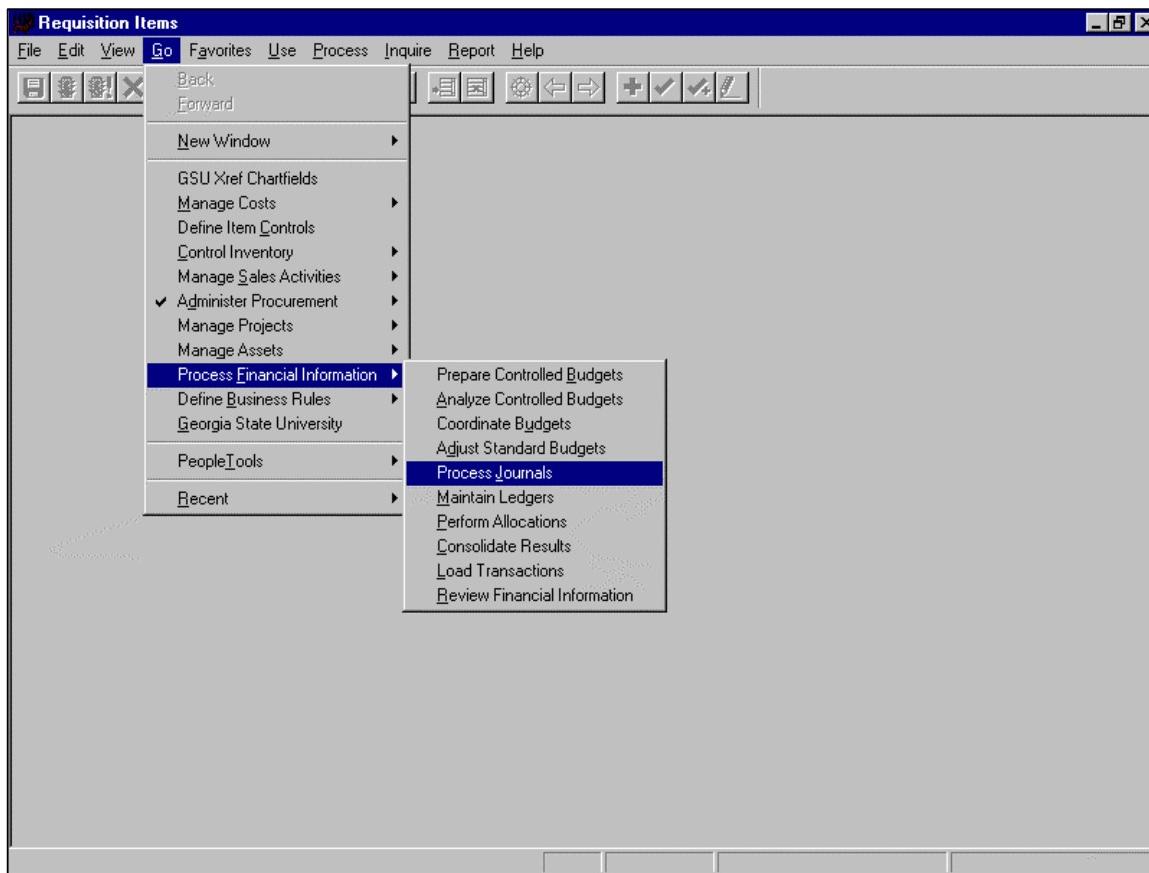
2.2. Creating a Journal Entry

Click on Use, Journal Entry Base Currency, Add.
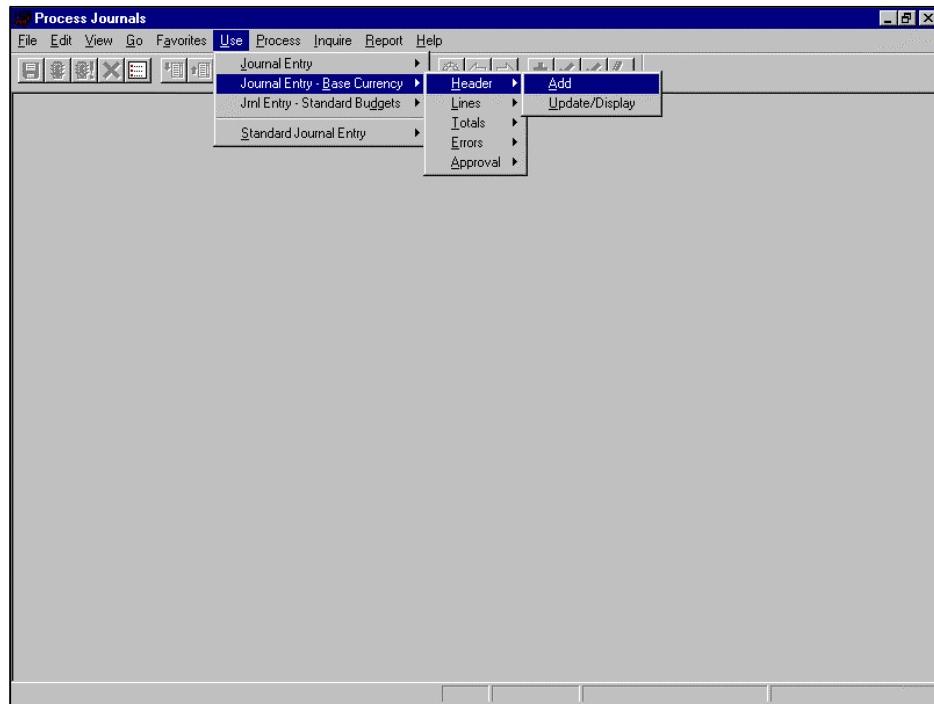
2.2.1.Add Journal Entry Dialog Box
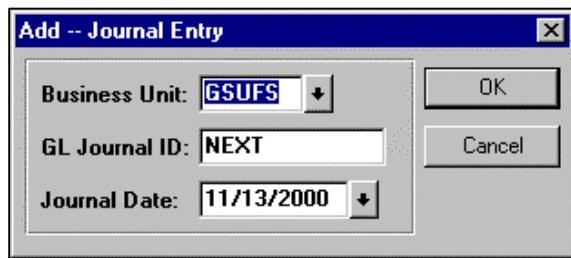
You will see a dialogue box. The Spectrum System default for **Business Unit** is *GSUFS* (Georgia State University Financial System).

The **Journal Entry ID** is automatically assigned by the system. *Caution:* Do not change the value in this field

Journal Date will be transaction date. This field needs to be verified before going ahead with the transaction. This date will determine accounting period to transaction.

Click **OK** to proceed.

3. Header Panel

The first panel you will need to complete will be Journal Entry Header.
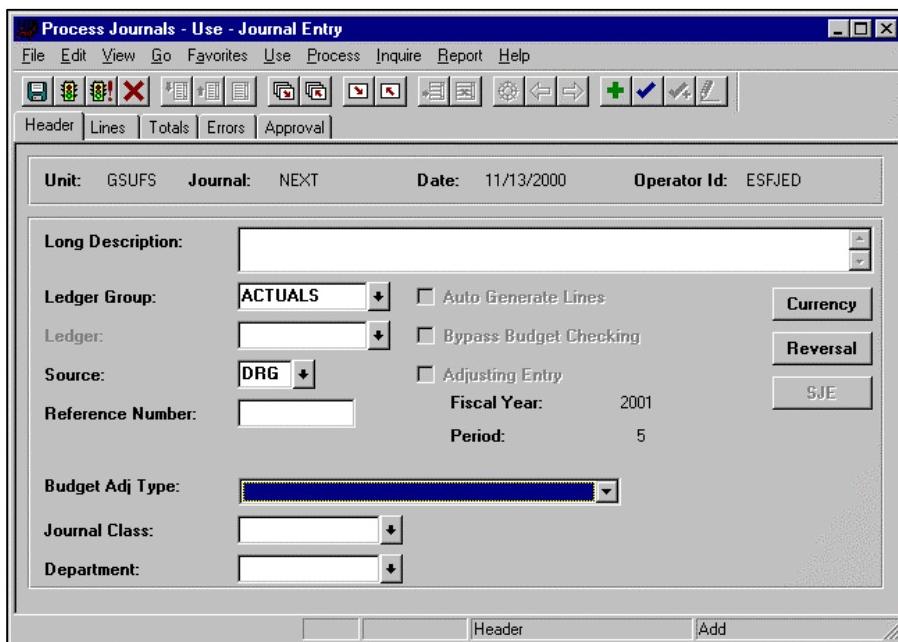
The field **Long Description** is used to enter a general description or explanation for the transaction. Although we can only see two lines the user can write as much as they want and then use the scrollbars to move up and down written text.

The **Source** will determine the origin of this transaction. It is a key field for Workflow purposes. Source will determine the next step of approval for this transaction. To select the Source click on the Drop Down box and select double clicking or highlighting and pressing *OK*.
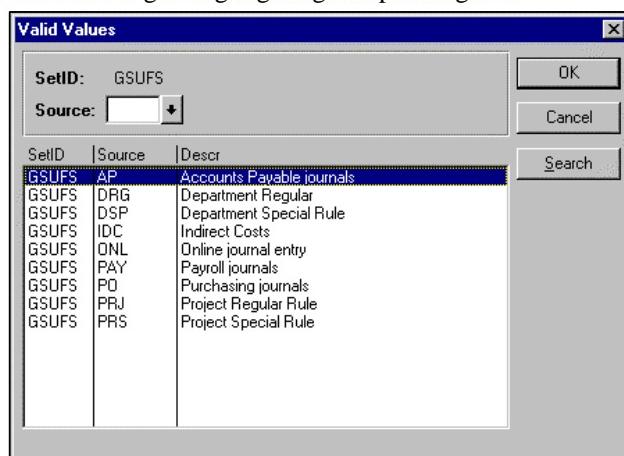
Note:
Source type must be DRG, DSP, PRJ or PRG. This is a workflow requirement. Do not select any other option.

The **Reference Number** filed is use to write information that may help us explain purpose of transaction or can be used as reference in the future.

Reference Number: [   ]

The **Budget Adjustment Type** option will not be use by the end user under any circumstances. *Do not select or write anything in this field.*

The **Journal Class** option will not be use by the end user under any circumstances. *Do not select or write anything in this field.*

Select your **Department Id** by clicking on the Drop Down dialog box double clicking or highlighting and then pressing *Enter.* We recommend that the user write some criteria, if not the system will give the first three hundredth available choices on the table.

Valid Values			
SetID: GSUFS			OK
Department: 6	▼		Cancel
SetID	DeptID	Descr	Manag	Search
GSUFS	611000000	President's Office		
GSUFS	611100000	President's Internship Program		
GSUFS	611300000	GSU Credit Union		
GSUFS	611999999	President's Office-Fringe Bene		
GSUFS	612000000	VP for Finance & Administratio		
GSUFS	612100000	Allocation Management Dept		
GSUFS	612150000	University Treasurer		
GSUFS	612200000	Budget & Planning		
GSUFS	612250000	Spectrum System		
GSUFS	612250009	Spectrum - Test	Moom	
GSUFS	61225TEST	Spectrum-TEST		
GSUFS	612260000	Spectrum System-SFI		
GSUFS	612300000	Office of Strategic Support		

4. Journal Entry Lines Panel

This is the panel in which the user will enter all chartfields to be affected with these transactions. The user needs to make sure that debits and credit are balanced within the different funds if using more than one.
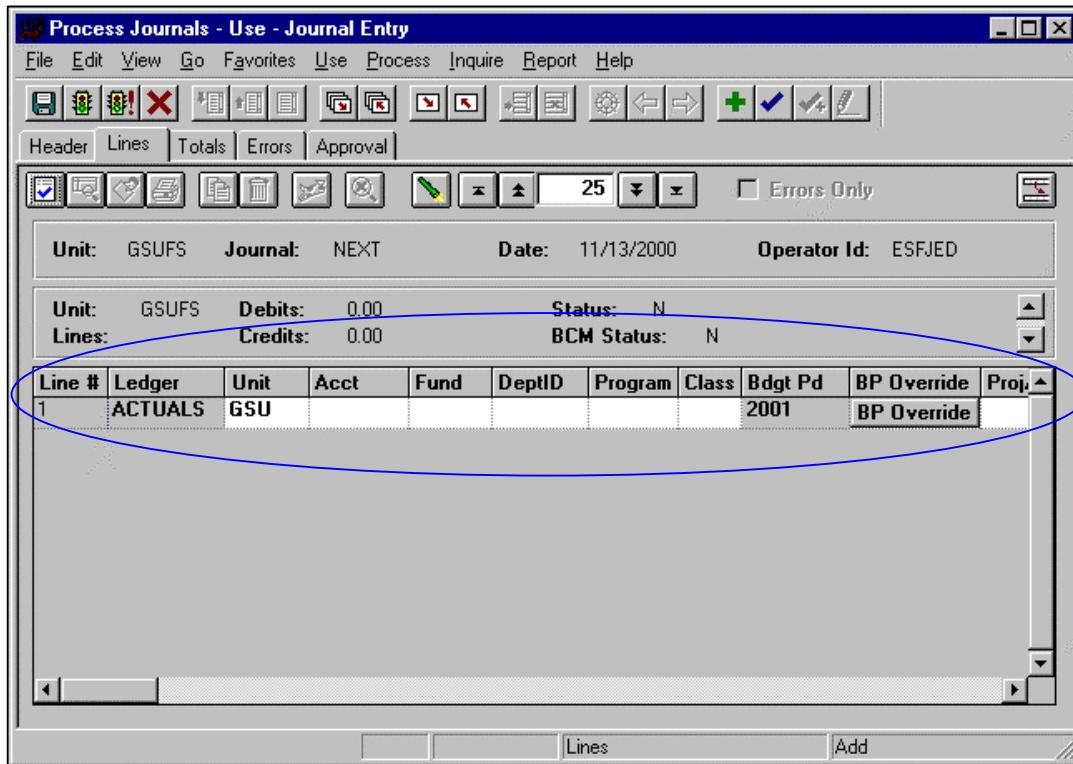
The first step for the user will be to go into the *Lines* section of the panel and start entering the chartfields combinations to be affected with this journal. The user can also select its *Speedtype*, enter account number, amount and journal line description

Then the user should *Edit, Budget Check, Refresh* and *Submit to Workflow for Approval.*

4.1.1. Adding and/or Deleting Rows

To *add* rows to the transaction press F7 or the Icon shown below at the toolbar

To *delete* rows to the transaction press F8 or the Icon shown below at the toolbar

*Once all lines intended to be part of the transaction have been entered, the user must run a few processes to complete and then send it into **Workflow**.*

4.1.2. Edit Process

Once all your lines have been entered press the *Edit* button. The edit button is used to run a check on the transactions. It will verify that the transaction is correctly balanced. Running this option will save and assign a number to the transactions. The transaction should now have a valid status. Is status is Error refer to the Errors and Totals panel for further inquiry.

| Unit:	GSUFS	Debits:	50.00	Status:	V
Lines:	2	Credits:	50.00	BCM Status:	V

4.1.3. Budget Check Process

Once the transaction has been edited and has a valid edit status the user needs to run the Budget Check option to reserve funds from chartfields being used in this transaction. Press the BCM button shown above to run this process.

Budget Check Process

Budget Check Successful. (9300,120)

OK   Explain
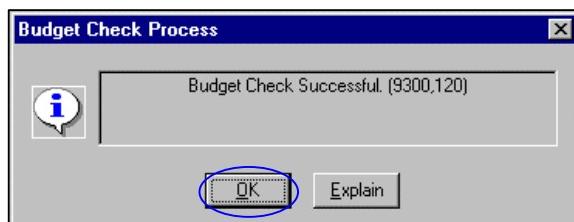
If the transaction meets BCM requirements press *OK*. The transaction should now have a valid (V) Budget Check status.

Unit:	GSUFS	Debits:	50.00	Status:	V
Lines:	2	Credits:	50.00	BCM Status:	V

Budget Check Process

One or more Journal Line(s) failed Budget Checking. Review journal lines for errors. (9300,121)

OK   Explain
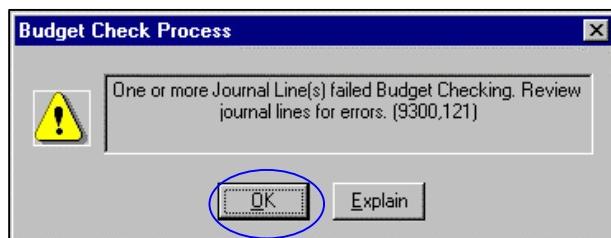
If the transaction does not meet BCM requirements a window like the one above will popup, press *OK* to continue. The transaction should now have an Error (E) Budget Check status. If the status is error refer to the Errors and Totals panel for further inquiry.

Unit:	GSUFS	Debits:	11,000.00	Status:	V
Lines:	2	Credits:	11,000.00	BCM Status:	E

4.1.4. Budget Period Override

BP Override

If the user runs the Budget Check option and transaction fails due to problems in Project dates, the system will allow you to override the transaction by selecting the *BP Override* option. It will only be used when Projects are out of date.

GL Journal Entry Processing

Budget Period Key: [   ] ▼   [OK]

Valid Values

SetID	Node
GSUFS	1998
GSUFS	1999
GSUFS	2000
GSUFS	2001
GSUFS	2002
GSUFS	2003

[OK]
[Cancel]
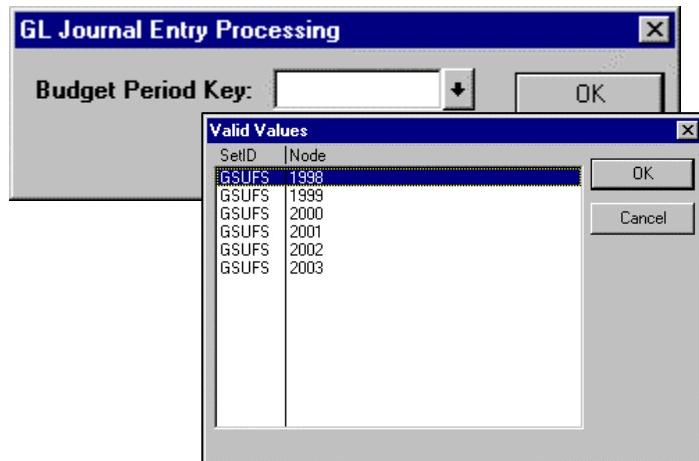
The system will require that the user enter a new Budget Period Key. To select hit the Drop Down checkbox and select new period. Then press Ok

PS/Financials Public Sector

ⓘ Budget Period has been modified, please verify offset entries.
(9300,271)

[OK]   [Explain]
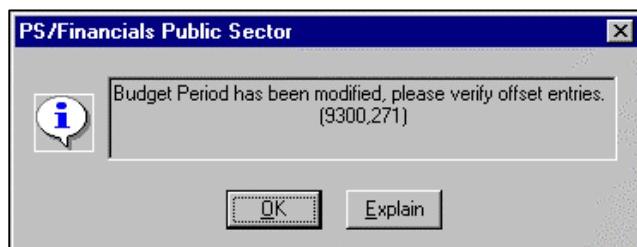
Another message box will popup asking the user to verify the adjusted entries. Now the user can run Edit, Budget Check and Refresh processes for the transaction.

4.1.5. Refresh Option

This option is used to refresh the transaction once it has been Budget Checked. This process will save the transaction again.

4.1.6. Copy Option

This option will allow the user to go into a previous Journal Entry and copy its contents to a new one.

4.1.7. Print

The user can print the content of a Journal Entry by selecting the icon shown above. A Crystal Reports window will popup and the user will be able to see an electronic copy of the report. The user must instruct the system to print out that report.

4.1.8. Delete

Use this option if the user does not want to continue or save the Journal Entry. This will completely eliminate the transaction.

Note: This option will not be available after the Budget Check option has been completed.

4.1.9. Submit to Workflow

This button is used for Workflow purposes. If a transaction has been completely validated the user can use this option to move transaction through workflow and move its into it next step of approval.

4.1.10. Errors Only Option

When analyzing the transaction a user can request that only lines with errors be shown by selecting the *Errors Only* check box.

4.1.11. Errors Button

This option is a shortcut to the Errors Panel Tab. It is commonly used when *Edit or Budget Check* processes fail.

5. Totals Panel

5.1. Control Totals

The **Control Totals** option is used to establish control totals for this transaction. If the journal entry is too long the user will be able to compare its actual total against control totals. When using this panel option the user will need to enter Business Unit, Fund and Ledger if more than one is being affected by this transaction.

5.2. Actual Totals

Actual Totals will show debits, credits and number of lines that have been entered into the transaction. This will be shown by fund.

5.3. Difference Totals

Differences will show any differences between Control and Actual Totals.

6. Errors Panel
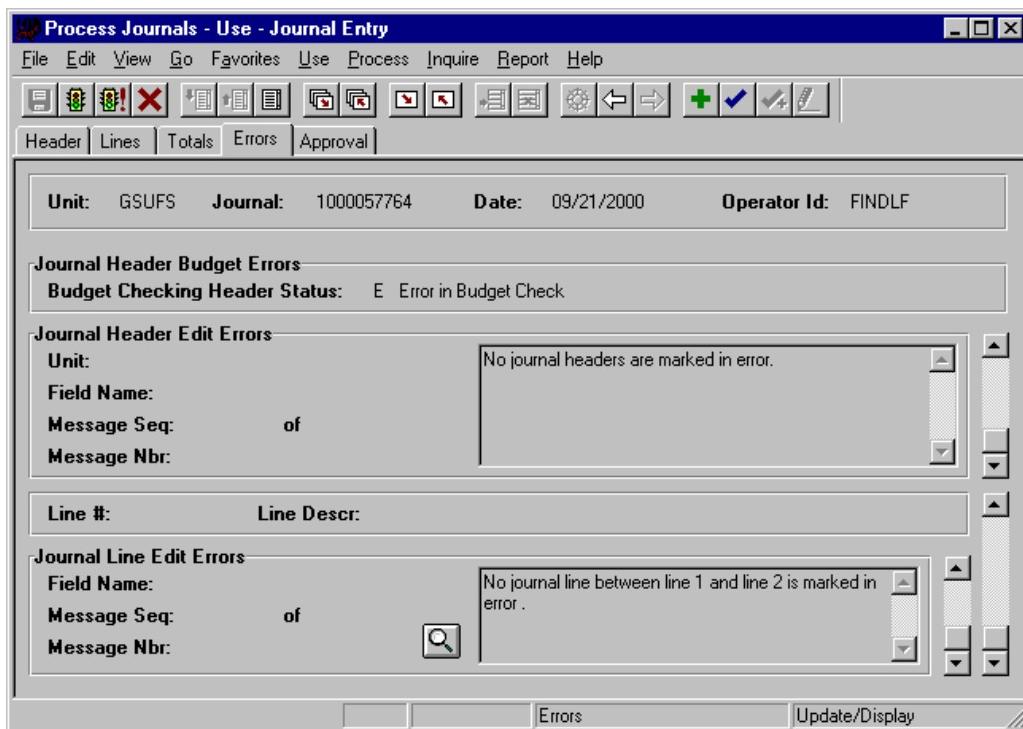
6.1. Journal Header Budget Errors

Displays the type of error found by the Budget Check Module on your transaction.

6.2. Journal Header Edit Errors

Displays an error message for problems found on the header while running the edit process.

6.3. Journal Line Edit Message

Displays an error message for problems found in accounting lines while running the edit process.

6.4. Magnifying Glass Icon

This is a shortcut to the Lines Panel Tab. It used after reviewing error messages in the panel.

7. Approval Panel
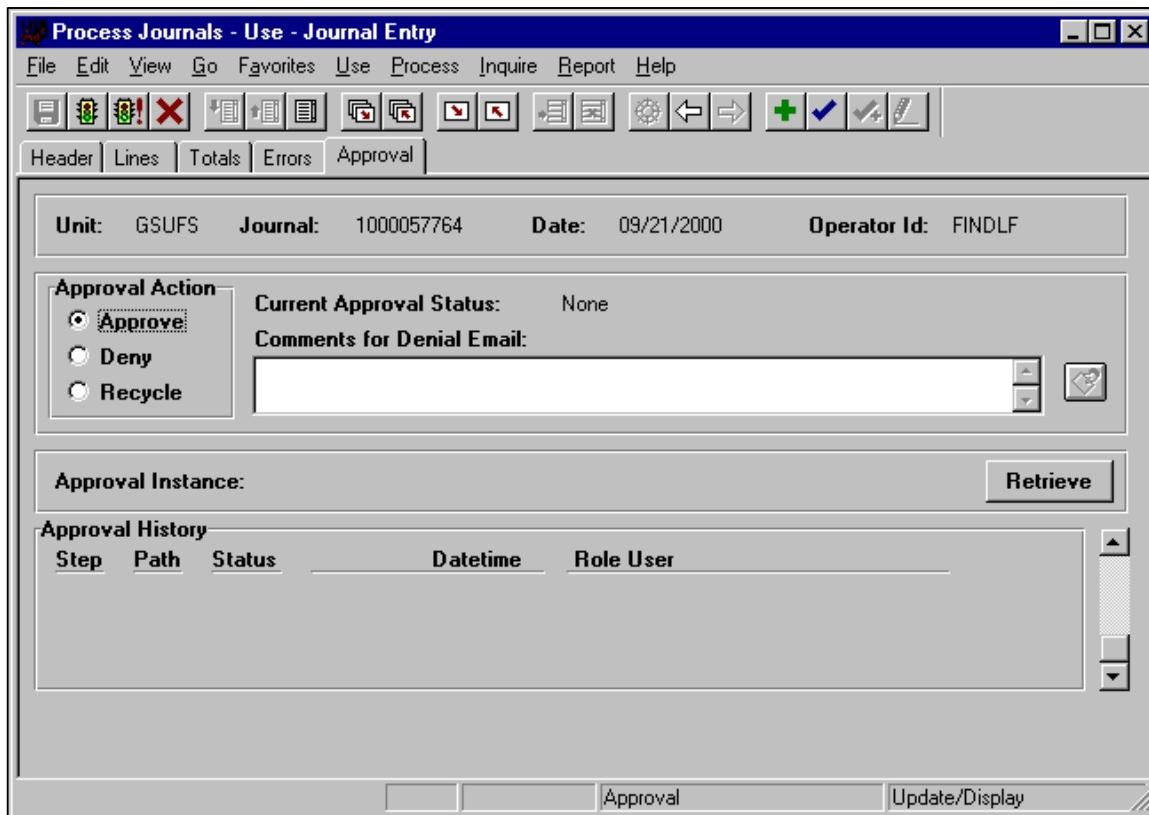
Journal Approvers use this panel. It is not common that a Journal Entry originator uses it. However it can also be used to submit transactions into workflow as it is done in the Lines Panel by clicking in the small hand icon.

This concludes the process and explanation of the Journal Entry transaction.